

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **TOURISM COMMITTEE**

DATE: August 29, 2006

**Committee Members Present:**

Supervisors Tessier  
Belden  
Gabriels  
Kenny  
Sheehan  
Stec  
Merlino

**Others Present:**

Kate Johnson, Tourism Coordinator  
Vonda Beattie, Sr. Account Clerk, Tourism Dept.  
Pamela Morin, Group Tour/Convention Promoter  
William H. Thomas, Chairman  
Joan Parsons, Commissioner of Administrative &  
Fiscal Services  
Joan Sady, Clerk of the Board  
Supervisor Caimano  
Supervisor F. Thomas  
Supervisor Haskell  
Fred Austin, Fort William Henry  
Debra L. Schreiber, Legislative Office Specialist

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Mr. Tessier called the meeting to order at 10:35 a.m.

Motion was made by Mr. Belden, seconded by Mr. Sheehan, and carried unanimously to approve the minutes of the previous committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Kate Johnson, Tourism Coordinator, who distributed copies of her agenda to the committee members, and a copy of same is on file with the minutes.

Commencing with Item 2 on the agenda, Ms. Johnson requested to amend the 2006 Tourism Budget to increase estimated revenues and appropriations not originally budgeted in the amount of \$6,220. She mentioned advertising in the Travel Guide generated \$94,548.75 in revenue.

Motion was made by Mr. Kenny, seconded by Mr. Gabriels and carried unanimously approving the request as presented and refer same to the Finance Committee for consideration. A copy of the resolution request is on file with the minutes.

Ms. Johnson stated she would like to amend the 2006 Motorcoach/Meetings Budget to increase estimated revenues and appropriations not originally budgeted in the amount of \$660. She noted that the revenue was from the Motorcoach and Group Tour Planner Advertising.

Motion was made Mr. Sheehan, seconded by Mr. Gabriels and carried unanimously approving the request as presented and refer same to the Finance Committee for consideration. A copy of the resolution request is on file with the minutes.

Ms. Johnson related there were several printing contracts she would like the committee to approve:

- √ authorize a contract with Wilcox Press, Inc. to print the 2006 Warren County Travel Guide, commencing September 18, 2006 and ending October 31, 2006, for a total amount not to exceed \$103,250;
- √ authorize a contract with Lane Press of Albany, Inc. to print the 2006-2007 Warren County Winter Events Brochure, commencing September 18, 2006 and ending October 31, 2006, for a total amount not to exceed \$8,540;
- √ authorize a contract with Glens Falls Printing, LLC to print the 2007 Warren County Motorcoach/Group Tour Planner, commencing September 18, 2006 and ending October 31, 2006, for a total amount not to exceed \$6,975;
- √ authorize a contract with Dodge-Graphic Press, Inc. to print the 2007 Warren County Whitewater Rafting Brochure, commencing September 18, 2006 and ending December 15, 2006, for a total amount not to exceed \$5,820.

Messrs. F. Thomas, W. Thomas and Mrs. Parsons entered the meeting at 10:38 a.m.

Motion was made by Mr. Belden, seconded by Mr. Gabriels and carried unanimously approving the requests as outlined above and the necessary resolutions were authorized for the August Board meeting. Copies of the resolution request forms are on file with the minutes.

Due to the tremendous job Vonda Beattie had done as a Senior Account Clerk during her tenure with the County, Ms. Johnson requested she be reclassified to Principal Account Clerk, effective September 18, 2006, with a base salary of \$34,152 including longevity. In addition, she requested a transfer of funds from A.6410130 (Salaries - part-time) and A.6410422 (Equipment and maintenance) to A.6410110 (Salaries - regular) in the amount of \$965.25 to cover the increased salary for the reclassification through the end of the year.

Motion was made by Mr. Merlino and seconded by Mr. Belden to reclassify Employee No. 7521 from Senior Account Clerk (Grade 7) to Principal Account Clerk (Grade 10), as well as to approve the transfer of funds as outlined above and refer same to the Personnel and Finance Committees respectively.

Mr. Kenny requested an executive session in order to discuss matters pertaining to the employment history of a corporation.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously, that executive session be declared pursuant to Section 105 (f) of the Public Officers Law. Executive Session was declared from 10:40 a.m. to 10:57 a.m.

Mr. Stec entered the meeting at 10:45 a.m. during Executive Session.

The committee reconvened.

Pursuant to Executive Session, Mr. Tessier stated no action was taken.

With respect to the motion regarding employee reclassification and transfer of funds, Mr. Tessier called the question and the motion was carried unanimously. Copies of the resolution request forms are on file with the minutes.

Discussion ensued relative to the Occupancy Tax Coordination Committee and the Tourism Committee. Mr. Caimano explained the Tourism Committee developed a fund that the Occupancy Tax Committee administered; however Ms. Johnson expressed the need for a separate code within Occupancy Tax. Joan Parsons, Commissioner of Administrative and Fiscal Services, stated if the revenues were more than the appropriations in Occupancy Tax, the other appropriation would be under Tourism and when added together, they would match.

Referring to Item 3 of the agenda, Ms. Johnson stated the 2007 Tourism Department Budget consisted of three categories: Tourism (A.6417), Motorcoach (A.6419) and Matching Funds (A.6416). She indicated the Tourism and Motorcoach budgets were supported by the General Fund and Occupancy Tax. The 2007 request totaled \$1,077,338, in comparison to the 2006 appropriation of \$947,586, an increase of \$129,752 primarily due to salaries and attendance at additional conventions. She mentioned the matching funds final grant award would be distributed on October 17, 2006, which she anticipated to be approximately the same amount as last year.

Mr. Kenny asked if the Occupancy Tax code supplemented the other budgets and Ms. Johnson replied affirmatively. The general consensus of the Committee concurred the layout of the budgets for the Tourism Department were extremely confusing.

Mr. Haskell and Mr. Austin entered the meeting at 11:10 a.m.

Mr. Tessier related the Tourism Budget had been in this format for the past two years and this was the last year it would be in this format.

Motion was made by Mr. Belden and seconded by Mr. Stec to approve the 2007 Tourism Budget.

Just for clarification, Mr. Gabriels stated the Tourism Department requested \$602,808 from the General Fund for 2007 and queried how much had been requested in 2006. Mr. Kenny stated he thought it was \$350,000. A general discussion ensued after which Mrs. Parsons informed the Committee the amount requested from the General Fund for 2006 was \$597,586.

After discussion, Mr. Tessier called the question and the motion was carried

unanimously to approve the Tourism Budget, authorize the Chairman to sign it and forward same to the Budget Officer.

Pam Morin, Group Tour/Convention Promoter, apprised the Committee they had just approved the purchase of two new banners to be hung in the Port Authority and Penn Station in New York City.

There being no further business to come before the Committee, on motion by Mr. Kenny and seconded by Mr. Gabriels, Mr. Tessier adjourned the meeting at 11:25 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist